

**NORTH PUTNAM SCHOOL CORPORATION, PUTNAM COUNTY
PROTOCOL
CHILD ABUSE/NEGLECT**

Procedures

- PURPOSE:**
1. To understand the responsibility of reporting and immunity from prosecution.
 2. To establish a uniform procedure for reporting.
 3. To explain the investigation process.
 4. To restate attendance enforcement procedures.
 5. To insure a professional, positive working relationship between the schools and the Child Protective Services Unit.

GENERAL INFORMATION:

Indiana law requires that anyone who suspects that a child may be abuse or neglected must make a report to the local Child Protection Service or law enforcement agency (653-9780, 653-5115). The concept of privileged communication does not apply where child abuse and neglect is concerned. Reporting sources are provided immunity from criminal and civil liability as long as reports are made in good faith. Reporting sources remain anonymous during investigations but may be required to testify in court if court action becomes necessary.

Failure to report is a Class B misdemeanor punishable by a \$1,000.00 fine and/or 6 months in jail. A person only need have "*reason to believe*" in order to report suspected abuse or neglect. When in doubt, as to whether or not to report a case, the staff member should ask himself/herself, would he/she worry about the case if a report is not made. Further, school persons who suspect abuse or neglect need to report immediately and not wait until later that day or the following morning.

I. Definitions

- A. Physical Abuse is defined as a willful or negligent act against a child by his parent or caretaker resulting in physical injury or illness to the child. This includes bruises, welts, abrasions, burns, fractures, cuts or gross malnutrition.
- B. Sexual Abuse is defined as inappropriate sexual contact with a child. This would include fondling, indecent exposure, caressing, intercourse, showing pornographic pictures, rape, sodomy or allowing the child to participate in any of the above.
- C. Child Neglect is defined as the chronic failure of the parent or caretaker to provide adequately for the child. Children who are neglected may be malnourished; without adequate clothing or shelter; abandoned; deprived of necessary medical care; living in an unsafe environment; receiving inadequate supervision; or kept from attending school.

II. Reporting Procedure

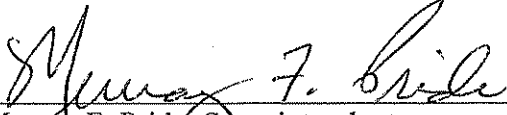
- A. Any staff member of the North Putnam School Corporation of Putnam County who suspects that a child has been abused or neglected shall immediately notify the principal or his/her designee. If the principal (or his/her designee) is unavailable, the staff member should contact the superintendent or assistant superintendent. In the event that the superintendent (or assistant superintendent) is not available, the staff

- member should immediately contact the DCS. This process should be completed expeditiously.
- B. The principal (or designee) will then promptly notify the Putnam County Department of Child Services (hereinafter referred to as Putnam County DCS), Child Protective Service Unit, Monday through Friday, 8:00 a.m. to 4:30 p.m. at telephone: **653-9780**. After hours, call **653-5115**.
 - C. The report should be referred to the Child Welfare Family Case Manager or Director.
 - D. Information needed at the time of the report:
 - 1. Names and addresses of the child and parent(s) or guardian(s), if known.
 - a. Directions to the home would be helpful.
 - 2. Child's age and siblings' names and ages if known.
 - 3. Nature and extent of alleged abuse or neglect. Is there any previous history?
 - 4. Identity of abuser (if other than parent or guardian) and location if known.
 - 5. Reporter's name, if desired.
 - 6. Other information that would be helpful in establishing the cause of injury or neglect.
 - E. All abuse /neglect reports will be investigated within 1 hour if the child's life or health is endangered, within 24 hours if child's life or health is not endangered, or 5 calendar days concerning allegations of neglect. If the child is removed, CPS will notify the school within 5 days of occurrence and the Superintendent in all cases where tuition transfers may be necessary.
 - F. For the sake of the investigation by the Putnam County DCS, school personnel should not contact the parents about the report to the DCS or what the complaint or allegation has been.
 - G. As a word of caution, it is not the school's responsibility to investigate an allegation of abuse. This is the responsibility of the DCS. School personnel should not be making judgment as to whether there is any validity to the allegation.
 - H. Any school referral will receive a written up follow within 90 days. They will be sent to the Principal who can disseminate them as they deem appropriate.
 - I. In cases where there may be criminal charges involved, ie. Sexual abuse or serious physical abuse, it is the responsibility of DCS to contact law enforcement to coordinate a joint interview.
 - J. Educational neglect issues are referred to the Juvenile Probation Office.

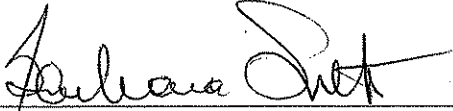
III. Initiation of Investigations:

- A. All reports taken will be screened by the Putnam County Department of Child Services to ensure legal sufficiency is met. Reports taken and found not to meet legal sufficiency will be kept on file for six (6) months.
- B. Reports that meet the legal requirements for investigation will be assigned and initiated in no longer than five (5) days of the date the report was taken.
- C. Public Law 1194 requires that unless exigent circumstances exist, parental permission must be obtained prior to interviewing any child.
- D. Following the initiation of the investigation 30/90 day reports will be completed and mailed as policy mandates.

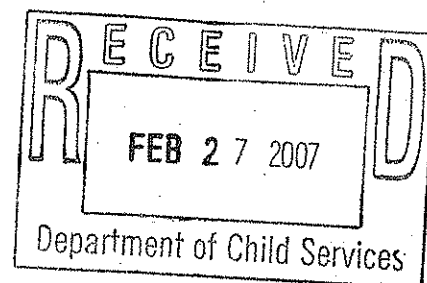
Signature Page:


Murray F. Pride, Superintendent
North Putnam School Corporation

2-23-07
Date


Barbara South, Director
Putnam County DCS

1/10/07
Date



**PUTNAM COUNTY HOSPITAL
PROTOCOL
CHILD ABUSE/NEGLECT**

Procedures

- PURPOSE:**
1. To understand the responsibility of reporting and immunity from prosecution.
 2. To establish a uniform procedure for reporting.
 3. To explain the investigation process.
 4. To restate attendance enforcement procedures.
 5. To insure a professional, positive working relationship between the Hospital and the Child Protective Services Unit.

GENERAL INFORMATION:

Indiana law requires that anyone who suspects that a child may be abuse or neglected must make a report to the local Child Protection Service or law enforcement agency (653-9780, or 653-5115). The concept of privileged communication does not apply where child abuse and neglect is concerned. Reporting sources are provided immunity from criminal and civil liability as long as reports are made in good faith. Reporting sources remain anonymous during investigations but may be required to testify in court if court action becomes necessary.

Failure to report is a Class B misdemeanor punishable by a \$1,000.00 fine and/or 6 months in jail. A person only need have "reason to believe" in order to report suspected abuse or neglect. When in doubt, as to whether or not to report a case, the staff member should ask himself/herself, would he/she worry about the case if a report is not made. Further, persons who suspect abuse or neglect need to report immediately.

I. Definitions

- A. Physical Abuse is defined as a willful or negligent act against a child by his parent or caretaker resulting in physical injury or illness to the child. This includes bruises, welts, abrasions, burns, fractures, cuts or gross malnutrition.
- B. Sexual Abuse is defined as inappropriate sexual contact with a child. This would include fondling, indecent exposure, caressing, intercourse, showing pornographic pictures, rape, sodomy or allowing the child to participate in any of the above.
- C. Child Neglect is defined as the chronic failure of the parent or caretaker to provide adequately for the child. Children who are neglected may be malnourished; without adequate clothing or shelter; abandoned; deprived of necessary medical care; living in an unsafe environment; receiving inadequate supervision; or kept from attending school.
- D. Educational neglect issues are referred to the Special Investigator in the Prosecutor's Office.


II. Reporting Procedure

- A. Any staff member of the Putnam County Hospital who suspects that a child has been abused or neglected shall immediately notify the supervisor or his/her designee. If the supervisor (or his/her designee) is unavailable, the staff member should immediately contact the DCS. This process should be completed expeditiously.
- B. The staff member (or designee) will then promptly notify the Putnam County Office of the Division of Family and Children (hereinafter referred to as Putnam County DCS), Child Protective Service Unit, Monday through Friday, 8:00 a.m. to 4:30 p.m. at telephone: **653-9780**. Fax # **765-653-6663**. After hours, call **653-5115**.
- C. The written report should be sent to the Child Welfare Supervisor or Family Case Manager as soon as possible.
- D. Information needed at the time of the report:
 - 1. Names and addresses of the child and parent(s) or guardian(s), if known.
 - a. Directions to the home would be helpful.
 - 2. Child's age and siblings' names and ages if known.
 - 3. Nature and extent of alleged abuse or neglect. Is there any previous history?
 - 4. Identity of abuser (if other than parent or guardian) and location if known.
 - 5. Reporter's name, if desired.
 - 6. Other information that would be helpful in establishing the cause of injury or neglect.
- F. As a word of caution, it is not the agency's responsibility to investigate an allegation of abuse. This is the responsibility of the DCS.

III. Initiation of Investigations:

- A. All reports taken will be screened by the Putnam County Department of Child Services to ensure legal sufficiency is met. Reports taken and found not to meet legal sufficiency will be kept on file for six (6) months.
- B. Reports that meet the legal requirements for investigation will be assigned and initiated in no longer than five (5) days of the date the report was taken.
- C. Public Law 1194 requires that unless exigent circumstances exist, parental permission must be obtained prior to interviewing any child.
- D. Following the initiation of the investigation 30/90 day reports will be completed and mailed as policy mandates.


Signature Page



Susan Murray, Director Community &
Social Services, Putnam County Hospital

1/18/07

Date



Barbara South, Director
Putnam County DCS

1/19/07

Date

**JOHNSON NICHOLS HEALTH CLINIC
PROTOCOL
CHILD ABUSE/NEGLECT**

Procedures

- PURPOSE:**
1. To understand the responsibility of reporting and immunity from prosecution.
 2. To establish a uniform procedure for reporting.
 3. To explain the investigation process.
 4. To restate attendance enforcement procedures.
 5. To insure a professional, positive working relationship between Johnson Nichols Health Clinic and the Child Protective Services Unit.

GENERAL INFORMATION:

Indiana law requires that anyone who suspects that a child may be abuse or neglected must make a report to the local Child Protection Service or law enforcement agency (653-9780, or 653-5115). The concept of privileged communication does not apply where child abuse and neglect is concerned. Reporting sources are provided immunity from criminal and civil liability as long as reports are made in good faith. Reporting sources remain anonymous during investigations but may be required to testify in court if court action becomes necessary.

Failure to report is a Class B misdemeanor punishable by a \$1,000.00 fine and/or 6 months in jail. A person only need have "reason to believe" in order to report suspected abuse or neglect. When in doubt, as to whether or not to report a case, the staff member should ask himself/herself, would he/she worry about the case if a report is not made. Further, persons who suspect abuse or neglect need to report immediately.

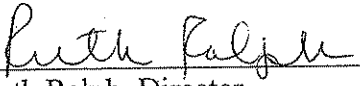
I. Definitions

- A. Physical Abuse is defined as a willful or negligent act against a child by his parent or caretaker resulting in physical injury or illness to the child. This includes bruises, welts, abrasions, burns, fractures, cuts or gross malnutrition.
- B. Sexual Abuse is defined as inappropriate sexual contact with a child. This would include fondling, indecent exposure, caressing, intercourse, showing pornographic pictures, rape, sodomy or allowing the child to participate in any of the above.
- C. Child Neglect is defined as the chronic failure of the parent or caretaker to provide adequately for the child. Children who are neglected may be malnourished; without adequate clothing or shelter; abandoned; deprived of necessary medical care; living in an unsafe environment; receiving inadequate supervision; or kept from attending school.

II. Reporting Procedure


- A. Any staff member of Johnson Nichols Health Clinic who suspects that a child has been abused or neglected shall immediately follow the clinic protocol which includes notifying the DCS. This process should be completed expeditiously.
- B. The staff member (or designee) will then promptly notify the Putnam County Office of the Department of Child Services (hereinafter referred to as Putnam County DCS), Child Protective Service Unit, Monday through Friday, 8:00 a.m. to 4:30 p.m. at telephone: 653-9780. After hours, call 653-5115.
- C. The report should be referred to the Child Welfare Family Case Manager or Director.
- D. A written 310 will be submitted to the DCS along with pertinent medical information. Information to be included in the 310 if possible:
 1. Names and addresses of the child and parent(s) or guardian(s), if known.
 2. Child's age and siblings' names and ages if known.
 3. Nature and extent of alleged abuse or neglect. Is there any previous history?
 4. Identity of abuser (if other than parent or guardian) and location if known.
 5. Reporter's name, if desired.
 6. Other information that would be helpful in establishing the cause of injury or neglect.

Signature page



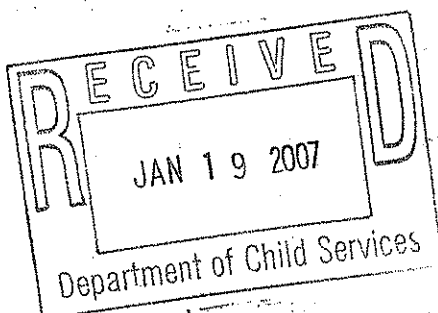
Ruth Ralph, Director
Johnson Nichols Health Clinic

1-16-07
Date



Barbara South, Director
Putnam County DCS

1/19/07
Date



PUTNAM COUNTY SHERIFF'S DEPARTMENT

LAW ENFORCEMENT PROTOCOL

The following is the protocol between the Child Protective Services of the Putnam County Department of Child Services and the **Putnam County Sheriff's Department** hereinafter referred to as Law Enforcement Agency.

The following protocol is hereby implemented:

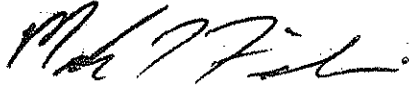
(1) During regular working hours, Monday through Friday, 8:00 a.m. - 4:30 p.m., upon receipt of a Child Abuse/Neglect Report, the Law Enforcement Agency shall immediately communicate the report to Child Protective Services, at (765) 653-9780. At this point, plans for a joint investigation will be formulated depending upon the nature of the report and the guidelines set forth in HEA 1650.

(2) During non-office hours, including weekends and holidays, the telephone number for the Putnam County Child Protective Services is 765-653-5115 and will be answered by the 911 Central Dispatch. The caller will be asked to provide the caller's name, phone number, enabling the on-call worker to contact the caller directly. The local law enforcement officer and the on-call worker will work in partnership to protect the child(ren). During the investigation, the law enforcement officer may:

- (a) Determine if the child(ren) need to be taken to medical services. Coordinate those services with Child Protective Services.
- (b) Determine if child(ren) is in imminent danger to serious bodily harm. Call Child Protective Services for an immediate response to the site.
- (c) Determine if the alleged perpetrator presents a threat to the child(ren) in the home. Contact Child Protective Services regarding: Protective order that will require alleged perpetrator to refrain from having direct or indirect contact with the child(ren).
- (d) If a Law Enforcement Officer's action under Section C of this agreement will not adequately protect the child(ren), the child(ren) may be taken into custody by the Law Enforcement Officer if:
 - (i) It appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody;
 - (ii) There is no reasonable opportunity to obtain an Order of the Court; and
 - (iii) Consideration for the safety of the child precluded the immediate use of Family Services to prevent removal of the child.

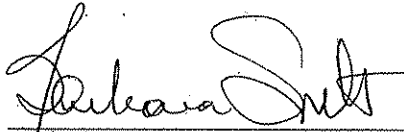
- (e) If taking the child into custody becomes necessary the Law Enforcement Officer shall notify the on-call worker from the Child Protective Services. The Child Protective Services shall try to find an appropriate family member to place the child with before considering any other placement.
 - (f) If Law Enforcement participates in an investigation, they shall cause color photographs to be taken of the areas of trauma visible on the child(ren) who is subject to a report, and if medically indicated, cause a radiological evaluation of the child(ren) to be performed. The photographs and/or x-rays shall be reimbursed by the Department of Child Services.
 - (g) Whenever Law Enforcement participates in an investigation a complete written report of the investigation shall be made by Law Enforcement Agency. Child Protective Services shall also make a complete written report. Substantiated reports may be shared with the Law Enforcement Agency upon request. Substantiated reports will be sent to the Prosecutor.
 - (h) Child Protective Services shall classify reports as substantiated or unsubstantiated. Child Protective Services shall transmit the information to Central Registry if an arrest is made, criminal charges are filed, a CHINS (Child in Need of Services) determination is made, an Informal Adjustment is entered into, or service referral is made.
3. Initiation of Investigations:
- A. All reports taken will be screened by the Putnam County Department of Child Services to ensure legal sufficiency is met. Reports taken and found not to meet legal sufficiency will be kept on file for six (6) months.
 - B. Reports that meet the legal requirements for investigation will be assigned and initiated in no longer than five (5) days of the date the report was taken.
 - C. Public Law 1194 requires that unless exigent circumstances exist, parental permission must be obtained prior to interviewing any child.
 - D. Following the initiation of the investigation 30/90 day reports will be completed and mailed as policy mandates.
4. Methamphetamine:
- a) With regard to methamphetamine (meth) labs, a child who resides on the property does not have to be physically present there when evidence of a meth lab is discovered for the child to be considered a potential CHINS. Also, for criminal purposes, it is not necessary to find both equipment and the chemicals for making meth for an arrest to be made. Therefore, it is not necessary to find all the components for a meth lab for a child to be declared a CHINS on the bases of residing on the property.

Signature Page:



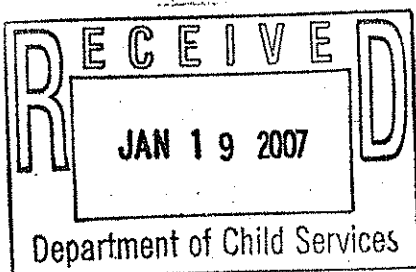
Mark T. Frisbee
Putnam County Sheriff

1/16/2007
Date



Barbara South, Director
Putnam County DCS

1/19/07
Date



CLOVERDALE CITY POLICE
LAW ENFORCEMENT PROTOCOL

The following is the protocol between the Child Protective Services of the Putnam County Department of Child Services and the **Cloverdale City Police** hereinafter referred to as Law Enforcement Agency.

The following protocol is hereby implemented:

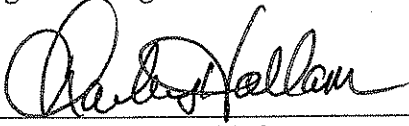
(1) During regular working hours, Monday through Friday, 8:00 a.m. - 4:30 p.m., upon receipt of a Child Abuse/Neglect Report, the Law Enforcement Agency shall immediately communicate the report to Child Protective Services, at (765) 653-9780. At this point, plans for a joint investigation will be formulated depending upon the nature of the report and the guidelines set forth in HEA 1650.

(2) During non-office hours, including weekends and holidays, the telephone number for the Putnam County Child Protective Services is 765-653-5115 and will be answered by the 911 Central Dispatch. The caller will be asked to provide the caller's name, phone number, enabling the on-call worker to contact the caller directly. The local law enforcement officer and the on-call worker will work in partnership to protect the child(ren). During the investigation, the law enforcement officer may:

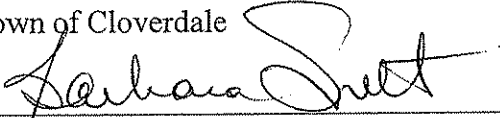
- (a) Determine if the child(ren) need to be taken to medical services. Coordinate those services with Child Protective Services.
- (b) Determine if child(ren) is in imminent danger to serious bodily harm. Call Child Protective Services for an immediate response to the site.
- (c) Determine if the alleged perpetrator presents a threat to the child(ren) in the home. Contact Child Protective Services regarding: Protective order that will require alleged perpetrator to refrain from having direct or indirect contact with the child(ren).
- (d) If a Law Enforcement Officer's action under Section C of this agreement will not adequately protect the child(ren), the child(ren) may be taken into custody by the Law Enforcement Officer if:
 - (i) It appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody;
 - (ii) There is no reasonable opportunity to obtain an Order of the Court; and
 - (iii) Consideration for the safety of the child precluded the immediate use of Family Services to prevent removal of the child.

- (e) If taking the child into custody becomes necessary the Law Enforcement Officer shall notify the on-call worker from the Child Protective Services. The Child Protective Services shall try to find an appropriate family member to place the child with before considering any other placement.
 - (f) If Law Enforcement participates in an investigation, they shall cause color photographs to be taken of the areas of trauma visible on the child(ren) who is subject to a report, and if medically indicated, cause a radiological evaluation of the child(ren) to be performed. The photographs and/or x-rays shall be reimbursed by the Putnam County Department of Child Services.
 - (g) Whenever Law Enforcement participates in an investigation a complete written report of the investigation shall be made by Law Enforcement Agency. Child Protective Services shall also make a complete written report. Substantiated reports may be shared with the Law Enforcement Agency upon request. Substantiated reports will be sent to the Prosecutor.
 - (h) Child Protective Services shall classify reports as substantiated or unsubstantiated. Child Protective Services shall transmit the information to Central Registry if an arrest is made, criminal charges are filed, a CHINS (Child in Need of Services) determination is made, an Informal Adjustment is entered into, or service referral is made.
3. Initiation of Investigations:
- A. All reports taken will be screened by the Putnam County Department of Child Services to ensure legal sufficiency is met. Reports taken and found not to meet legal sufficiency will be kept on file for six (6) months.
 - B. Reports that meet the legal requirements for investigation will be assigned and initiated in no longer than five (5) days of the date the report was taken.
 - C. Public Law 1194 requires that unless exigent circumstances exist, parental permission must be obtained prior to interviewing any child.
 - D. Following the initiation of the investigation 30/90 day reports will be completed and mailed as policy mandates.
4. Methamphetamine:
- a) With regard to methamphetamine (meth) labs, a child who resides on the property does not have to be physically present there when evidence of a meth lab is discovered for the child to be considered a potential CHINS. Also, for criminal purposes, it is not necessary to find both equipment and the chemicals for making meth for an arrest to be made. Therefore, it is not necessary to find all the components for a meth lab for a child to be declared a CHINS on the bases of residing on the property.

Signature Page:



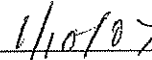
Charles Hallam, Chief
Town of Cloverdale



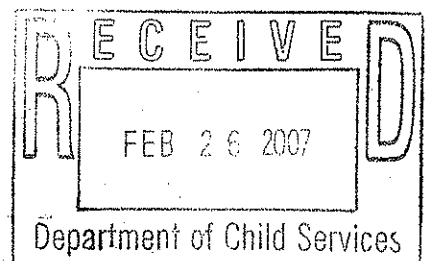
Barbara South, Director
Putnam County DCS



Date



Date



INDIANA STATE POLICE

LAW ENFORCEMENT PROTOCOL

The following is the protocol between the Child Protective Services of the Putnam County Department of Child Services and the **Indiana State Police** hereinafter referred to as Law Enforcement Agency.

The following protocol is hereby implemented:

(1) During regular working hours, Monday through Friday, 8:00 a.m. - 4:30 p.m., upon receipt of a Child Abuse/Neglect Report, the Law Enforcement Agency shall immediately communicate the report to Child Protective Services, at (765) 653-9780. At this point, plans for a joint investigation will be formulated depending upon the nature of the report and the guidelines set forth in HEA 1650.

(2) During non-office hours, including weekends and holidays, the telephone number for the Putnam County Child Protective Services is 765-653-5115 and will be answered by the 911 Central Dispatch. The caller will be asked to provide the caller's name, phone number, enabling the on-call worker to contact the caller directly. The local law enforcement officer and the on-call worker will work in partnership to protect the child(ren). During the investigation, the law enforcement officer may:

- (a) Determine if the child(ren) need to be taken to medical services. Coordinate those services with Child Protective Services.
- (b) Determine if child(ren) is in imminent danger to serious bodily harm. Call Child Protective Services for an immediate response to the site.
- (c) Determine if the alleged perpetrator presents a threat to the child(ren) in the home. Contact Child Protective Services regarding: Protective order that will require alleged perpetrator to refrain from having direct or indirect contact with the child(ren).
- (d) If a Law Enforcement Officer's action under Section C of this agreement will not adequately protect the child(ren), the child(ren) may be taken into custody by the Law Enforcement Officer if:
 - (i) It appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody;
 - (ii) There is no reasonable opportunity to obtain an Order of the Court; and
 - (iii) Consideration for the safety of the child precluded the immediate use of Family Services to prevent removal of the child.

- (e) If taking the child into custody becomes necessary the Law Enforcement Officer shall notify the on-call worker from the Child Protective Services. The Child Protective Services shall try to find an appropriate family member to place the child with before considering any other placement.
- (f) If Law Enforcement participates in an investigation, they shall cause color photographs to be taken of the areas of trauma visible on the child(ren) who is subject to a report, and if medically indicated, cause a radiological evaluation of the child(ren) to be performed. The photographs and/or x-rays shall be reimbursed by the Division of Family and Children.
- (g) Whenever Law Enforcement participates in an investigation a complete written report of the investigation shall be made by Law Enforcement Agency. Child Protective Services shall also make a complete written report. Substantiated reports may be shared with the Law Enforcement Agency upon request. Substantiated reports will be sent to the Prosecutor.
- (h) Child Protective Services shall classify reports as substantiated or unsubstantiated. Child Protective Services shall transmit the information to Central Registry if an arrest is made, criminal charges are filed, a CHINS (Child in Need of Services) determination is made, an Informal Adjustment is entered into, or service referral is made.

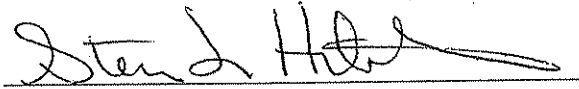
3. Initiation of Investigations:

- A. All reports taken will be screened by the Putnam County Department of Child Services to ensure legal sufficiency is met. Reports taken and found not to meet legal sufficiency will be kept on file for six (6) months.
- B. Reports that meet the legal requirements for investigation will be assigned and initiated in no longer than five (5) days of the date the report was taken.
- C. Public Law 1194 requires that unless exigent circumstances exist, parental permission must be obtained prior to interviewing any child.
- D. Following the initiation of the investigation 30/90 day reports will be completed and mailed as policy mandates.

4. Methamphetamine:

- a) With regard to methamphetamine (meth) labs, a child who resides on the property does not have to be physically present there when evidence of a meth lab is discovered for the child to be considered a potential CHINS. Also, for criminal purposes, it is not necessary to find both equipment and the chemicals for making meth for an arrest to be made. Therefore, it is not necessary to find all the components for a meth lab for a child to be declared a CHINS on the bases of residing on the property.

Signature Page:



2/8/07
Date

Indiana State Police



Barbara South, Director
Putnam County DCS

1/10/07
Date